NASA 10EDUA

SYSTEM NAME: NASA Education Program Evaluation System.

SECURITY CLASSIFICATION: None.

SYSTEM LOCATION:

Secure NASA and NASA contractor Servers in Locations 1 through 11 as set forth in Appendix A.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

This system maintains information on NASA civil servants and contractors serving as Education Program/Project Managers and Session Presenters, as well as on Program Participants and members of the public including students (K–12 and Higher Education), teachers, faculty, school administrators, and participants' parents/guardians/family members. Records are also maintained on the performance outcomes by Principal Investigators and their institutions and organizations that have been awarded grants under the Minority University Research and Education Program.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records in the system include identifying information about students enrolled in and/or graduated from NASA programs and whether students are promoted to the next grade level in math and/or science. Personal data is also maintained on Program managers, Program points of contact, and Session Presenters including information that includes, but is not limited to name, work address and telephone. Information about Program participants includes, but is not limited to, name, permanent and school addresses, ethnicity, gender, school grade or college level, highest attained degree and degree field, institution type, and ratings about program/experience.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

42 U.S.C. 2473 (2003); 44 U.S.C. 3101; 5 U.S.C. 4101 et seq.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING

CATEGORIES OF USERS AND THE PURPOSE OF SUCH USES:

Any disclosures of information will be compatible with the purpose for which the Agency

collected the information. The records and information in these records may be used to: (1)

Provide information to NASA support contractors or partners on Education grants who have

access to the information to fulfill their responsibilities of (a) providing and managing the

Education programs on behalf of NASA, or of (b) maintaining the systems in which the

information resides; (2) Disclosure may be made to a congressional office from the record of an

individual in response to an inquiry from the congressional office made at the request of that

individual; and (3) NASA standard routine uses as set forth in Appendix B.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING,

RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records in this system are maintained and stored on a secure server as electronic records.

RETRIEVABILITY:

Records may be retrieved from the system by any one or a combination of choices by authorized

users to include name, identification number, zip code, state, grade level and institution.

SAFEGUARDS:

Access to records is password controlled based on functional user roles in the program.

Information system security is managed in accordance with OMB Circular A–130,

‘‘Management of Federal Information Resources.’’

RETENTION AND DISPOSAL:

The records in this System of Records are managed, retained and dispositioned in accordance with the guidelines defined in NASA Procedural Requirements (NPR) 1441.1, NASA Records Retention Schedules, Schedule 1, item 32.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Education, Office of Strategic Communications, Location 1 (see Appendix A).

NOTIFICATION PROCEDURE:

Contact System Manager by mail at Location 1 (See Appendix A).

RECORD ACCESS PROCEDURE:

Individuals who wish to gain access to their records should submit their request in writing to the System Manager at the addresses given above.

CONTESTING RECORD PROCEDURES:

The NASA regulations governing access to records, procedures for contesting the contents and for appealing initial determinations are set forth in 14 CFR part 1212.

RECORD SOURCE CATEGORIES:

The information is obtained directly from NASA Education Program Managers, presenters, Participants, and Principal Investigators.